

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. **C-114**  
PAGE NO. **1.**

1. Requesting Agency

**SOMERSET COUNTY**

2. Division or Bureau of Requesting Agency

**CLERK OF THE CIRCUIT COURT**

3. Authorization Requested (Check only one of the squares below).

**A**  
☒ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

**B**  
☐ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

**C**  
☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

**1. MECHANICS LIENS**

Dates : 1891-1942  
Quantity: 2 cartons, 1 bundle  
Disposable Amount: 4 cubic feet

These liens are recorded in the Mechanics and Boat Lien dockets and according to the law relating to Mechanics Liens (Art. 63, Sec. 17, Annotated Code of Maryland, 1957 Ed.) should have been returned to the party filing, at the time of recording. The law further provides that a lien expires two years after being recorded unless proceeded against in that period (Art. 17, Sec. 23, Annotated Code of Maryland, 1957 Ed.).

**RECOMMENDATION: DESTROY ACCUMULATION**

**2. COURT ORDERS**

Size: folded papers  
Date: 1950 - -  
Quantity: 1 document file drawer  
File Arrangement: Chronological

This file, maintained for convenient office reference, contains copies of orders and resolutions of the Court which also appear in the Court Minutes, a permanent record. Therefore they are non-record within the meaning of the statute governing non-record material (Art. 41, Section 179, Annotated Code of Maryland, 1957 Ed.)

APPROVED  
HALL OF RECORDS COMMISSION

(2 items only)

7. Agency, Division or Bureau Representative

*Grace J. Barner*  
Signature

*Clerk of Court*  
Title

*Apr. 3, 1958*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*4/7/1958*  
Date  
*Morris S. Radloff*  
Archivist

*APR 8 1958*  
Date  
*[Signature]*  
Secretary